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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

11 December 1958

STATINTL

SUGGESTION NO. 58-531: dated 5 May 1958

CS-12, Analyst

SR, DD/P

A. Summary of Suggestion

Suggester proposes the installation of bullet lamps in the microfilm reading rooms of the CIA Library.

B. Summary of Evaluations

On 15 May 1958, Deputy CIA Librarian, [REDACTED] stated:

STATINTL

"This suggestion has considerable merit. At one time the Library had a set of small lights clamped to clip boards for this purpose. This was discontinued only because the lamps were carried away. In the absence of complaints, no attempt was made to replace them.

"Since this suggestion may represent a wider but unexpressed need, the Library will experiment with spot lighting for note taking in the microfilm reading room.

"Although it would be very difficult to establish a monetary saving, there will almost certainly be an improvement of service as a result of this suggestion."

STATINTL

On 10 December 1958, [REDACTED] Staff Assistant, CIA Library, stated:

"The subject suggestion recommended the installation of small reading lights in the microfilm reading room to illuminate the 'note taking' area for individuals using the microfilm readers. The lights have been installed. Although of different design from the original suggestion, the result is essentially the same.

"We believe that this suggestion is of slight benefit. The use of the lights would not necessarily affect all users of the reading room but would apply only to those individuals who would make a personal preference for using the reading light. The reading lights are not essential to the effective use of the microfilm readers -- they are more of a luxury.

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Sugg. No. 58-531 Contd.

"The application of use is extended beyond the immediate working staff. The Reading Room is a 'public' reading room in that all Agency employees are free to use the facilities — approximately 75 persons, excluding the Library staff, make use of the Reading Room facilities during a month."

C. Background

On 29 August 1957, [REDACTED] GS-12, Geographer, earned a \$25.00 award for his suggestion to provide lights in the microfilm reading room. For the reason stated in [REDACTED] comments above, the lights were discontinued. This suggestion No. 58-531, believed to be a definite improvement to the CIA Library service, brought about the readoption of these lights.

D. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-12, Analyst)
2. \$25-50 award based on Intangible Benefits (Slight-Local)

E. Decision of Committee

☐ Adopted ☐ Award ☒ Letter of Appreciation
☐ Not Adopted

